

Feeding America West Michigan Food Bank (FAWM) Online Ordering System User Manual



Primarius Web Window (PWW)

March 2014

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Benefits

- Connects to live data which means that the available quantities are current.
- Able to print a shopping list.
- Able to place your order on line.
- Able to check on orders, statements, invoices, and grants. On many of the tables (*such as Statements, Invoices, Orders*) double left clicking on the line will produce a new window with more details.
- Some of the Agency information will also be displayed graphically.

This software also has the capability of creating a unique user name and password for each individual on the account which not only identifies who has completed which Agency process but also increases Agency account security. **PLEASE NOTE:** This is where the software provider's additional charges come into play. We are planning to start most agencies off with only one username and password, and we **reserve the right to pass a fee along for additional usernames and passwords.**

Adobe Software

To view or print many of these items you will need to have installed on your computer the free software called [Adobe Reader](http://www.adobe.com). You can find this at <http://www.adobe.com>

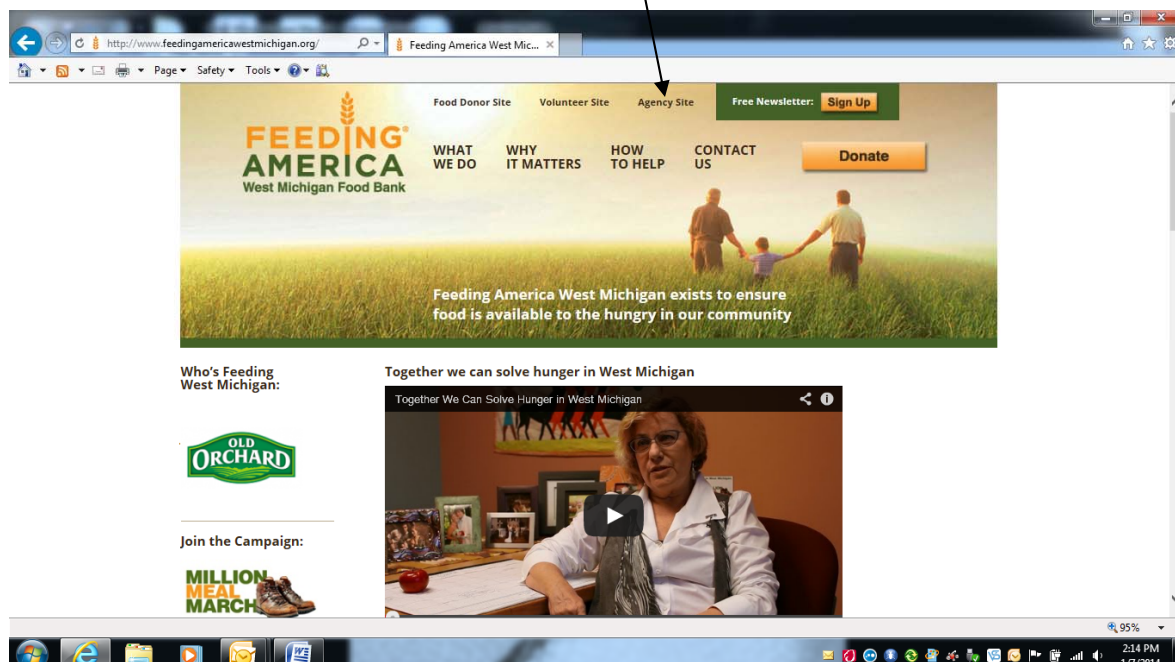
Reminders

- Use the [Logout](#) link in the upper right hand corner to close your Online Web Ordering session.
- When on a particular page, use the [Help](#) link in the upper right hand corner to clarify frequently asked questions.
- Your Agency relations representative can assist you in answering questions regarding your Agency's contents on the Web.

Accessing the On Line Web Ordering System

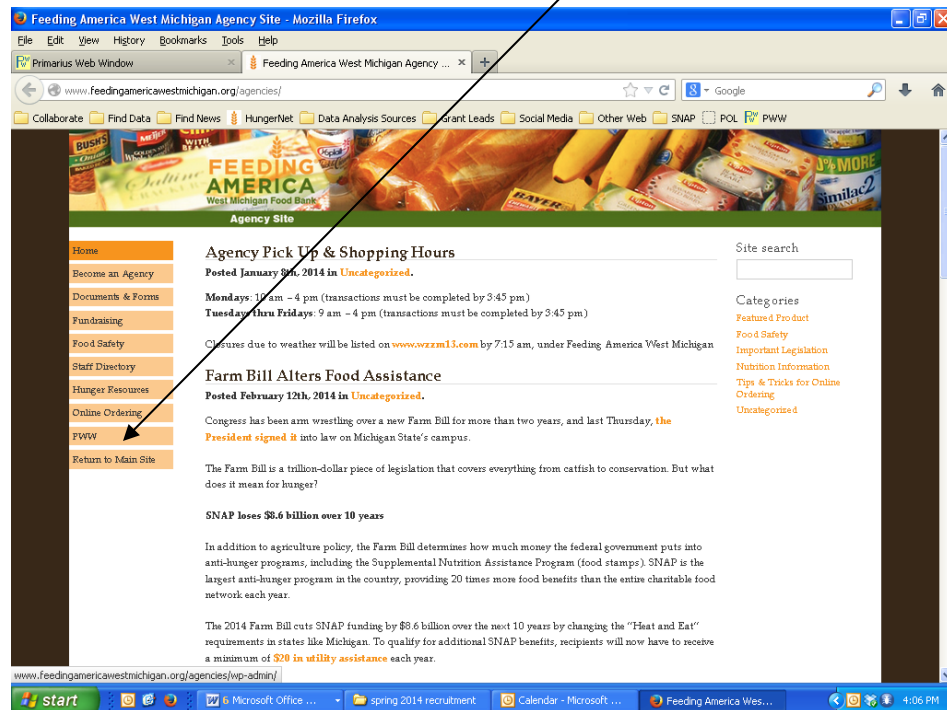
You will begin the same by going to <http://www.feedingamericawestmichigan.org>

- Agency Site link at the top right of the page



You will then Login onto PWW (we will change this name back to Online Ordering after removing POL

- PWW Link at the middle left of the page



The next window will look a little different. Your agency may have several people ordering. With the new online ordering system, each person authorized to order food online will have their own unique user name and password. The ordering staff will need to know:

- The Agency number
- Their personal username
- Their personal password



Primarius Web Window supports WinNT and WinCE computers. Your computer OS is WinXP and may not be supported. You may receive errors on this website.

Login

Agency Ref:

Username:

Password:

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The Home Page

From the home page, you can view and directly access your shopping cart by using the 'Your Cart' tab. You can also select any of the other tabs to look at Agency information. This informational handout will walk through all the tabs to describe what you will see.

Administrator View

FEEDING
AMERICA
West Michigan Food Bank

HomeOrdersGrantsMy Docs

Order Entry

Home

HomeYour Cart

When ordering for a depot, you will find they are now listed as pick up locations. You should no longer have to leave a note about which depot you are ordering for.

We have officially adopted a 30 day billing cycle. You no longer have to cover your handling fees within 14 days of each invoice. Instead, you may wait until you receive your monthly statement to send an agency check for the total amount due.

Notable Links
[Think we might be closed for weather?](#)
[Check WZZM 13 \(listed as Feeding America West Michigan\)](#)

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Order Entry View

FEEDING
AMERICA
West Michigan Food Bank

HomeOrdersGrants

Order Entry

Home

HomeYour Cart

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[Think we might be closed for weather?](#)
[Check WZZM 13 \(listed as Feeding America West Michigan\)](#)

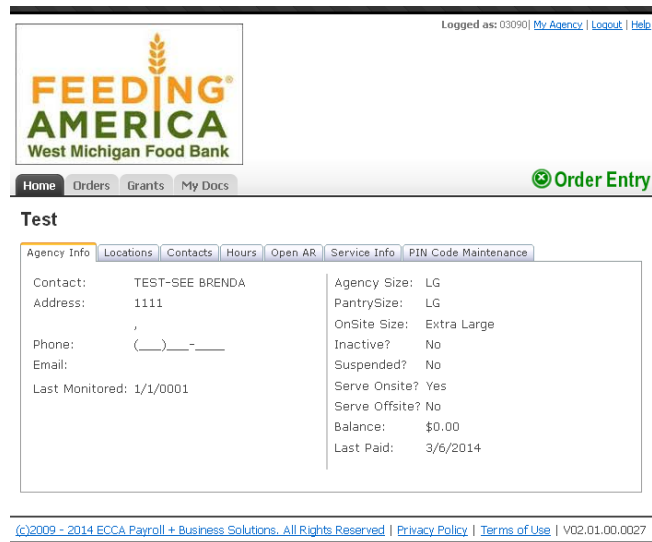
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Note that in both cases the Home primary tab has a Your Cart secondary tab – if you already have an order started, you can use that to return to your order.

AGENCY INFORMATION

If you click on the [My Agency](#) link in the upper right-hand corner, you will see:

Administrator View



Logged as: 03090 | [My Agency](#) | [Logout](#) | [Help](#)

FEEDING AMERICA
West Michigan Food Bank

Home Orders Grants My Docs [Order Entry](#)

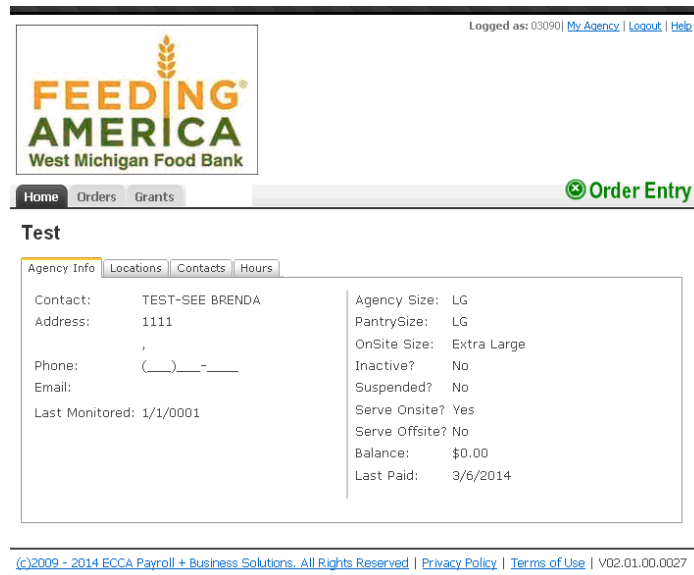
Test

Agency Info Locations Contacts Hours Open AR Service Info PIN Code Maintenance

Contact:	TEST-SEE BRENDA	Agency Size:	LG
Address:	1111	PantrySize:	LG
Phone:	() -	OnSite Size:	Extra Large
Email:		Inactive?	No
Last Monitored:	1/1/0001	Suspended?	No
		Serve Onsite?	Yes
		Serve Offsite?	No
		Balance:	\$0.00
		Last Paid:	3/6/2014

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Order Entry View



Logged as: 03090 | [My Agency](#) | [Logout](#) | [Help](#)

FEEDING AMERICA
West Michigan Food Bank

Home Orders Grants [Order Entry](#)

Test

Agency Info Locations Contacts Hours

Contact:	TEST-SEE BRENDA	Agency Size:	LG
Address:	1111	PantrySize:	LG
Phone:	() -	OnSite Size:	Extra Large
Email:		Inactive?	No
Last Monitored:	1/1/0001	Suspended?	No
		Serve Onsite?	Yes
		Serve Offsite?	No
		Balance:	\$0.00
		Last Paid:	3/6/2014

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Note the tabs in the lower window pane –

- Agency Info – Administrator & Order Entry Views
- Locations – Administrator & Order Entry Views
- Contacts– Administrator & Order Entry Views
- Hours– Administrator & Order Entry Views
- Open AR – Administrator View
- Service Info – Administrator View

These tab windows show what information FAWM has recorded on your Agency file.

Locations Tab

The addresses listed are the different addresses that FAWM has on file for your Agency.

Logged as: 03090 | [My Agency](#) | [Logout](#) | [Help](#)



Home Orders Grants My Docs [Order Entry](#)

Test

Agency Info Locations Contacts Hours Open AR Service Info PIN Code Maintenance

Addresses


Type	Name	Address	Address 2	City	State	Zip
Bill To	pantry name	bill to				
POL Order	Brenda					

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Contacts Tab

The contacts listed are the different contacts that FAWM has on file for your Agency.

Logged as: 03090 | [My Agency](#) | [Logout](#) | [Help](#)



Home Orders Grants My Docs [Order Entry](#)

Test

Agency Info Locations Contacts Hours Open AR Service Info PIN Code Maintenance

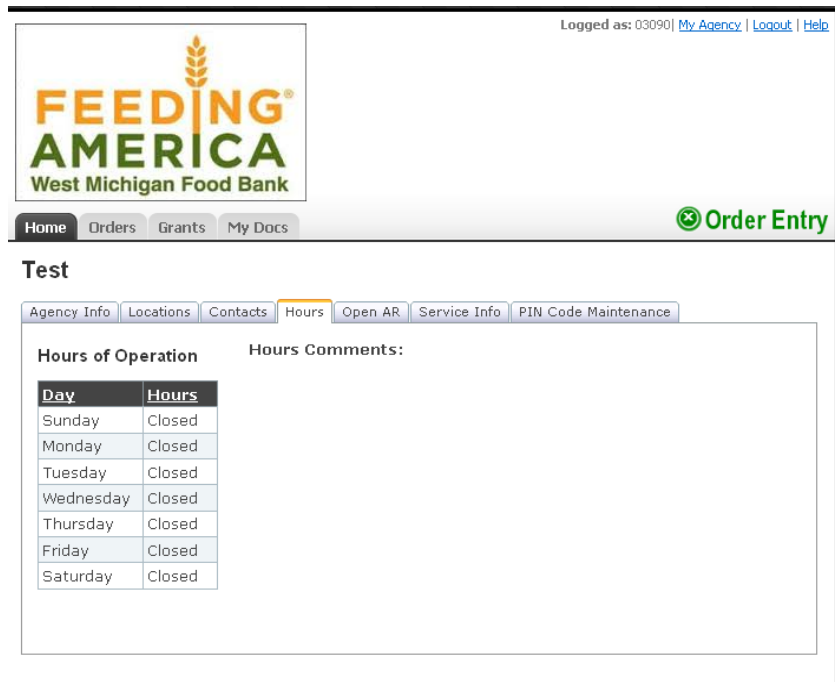
Contacts

Type	Name	Phone	Ext.	E-mail	Authorized?	Can Pickup?	Can Order?	Food Safety Cert?	Food Safety Cert
POL Order	Brenda			Brendaw@feedingamericawestmichigan.org	No	No	No	No	

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Hours Tab

These are your Agency's business hours that FAWM has on file.



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FEEDING AMERICA
West Michigan Food Bank

Home Orders Grants My Docs **Order Entry**

Test

Agency Info Locations Contacts **Hours** Open AR Service Info PIN Code Maintenance

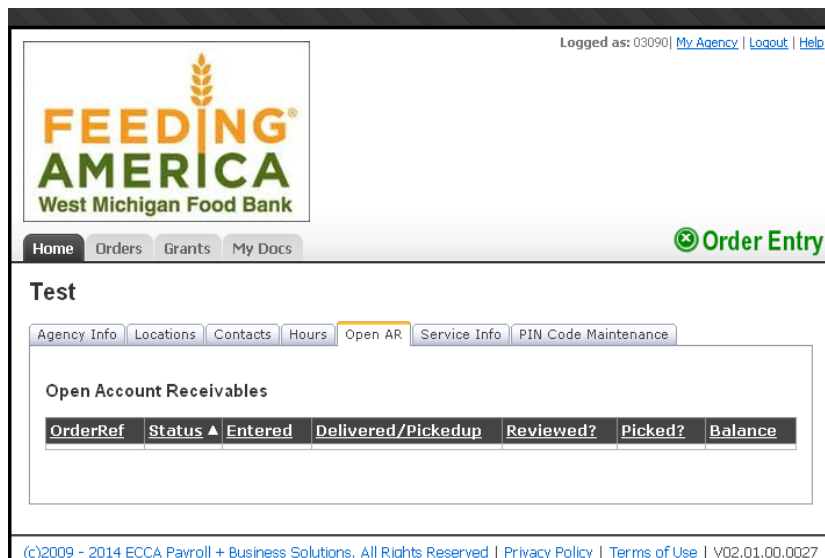
Hours of Operation **Hours Comments:**

Day	Hours
Sunday	Closed
Monday	Closed
Tuesday	Closed
Wednesday	Closed
Thursday	Closed
Friday	Closed
Saturday	Closed

Open AR Tab

Shows **Administrators** if the order:

- Is Open or Closed
- Has been Reviewed by FAWM
- Has been Picked (*selected*) by FAWM
- Has a Balance



Logged as: 03090 | [My Agency](#) | [Logout](#) | [Help](#)

FEEDING AMERICA
West Michigan Food Bank

Home Orders Grants My Docs **Order Entry**

Test

Agency Info Locations Contacts Hours **Open AR** Service Info PIN Code Maintenance

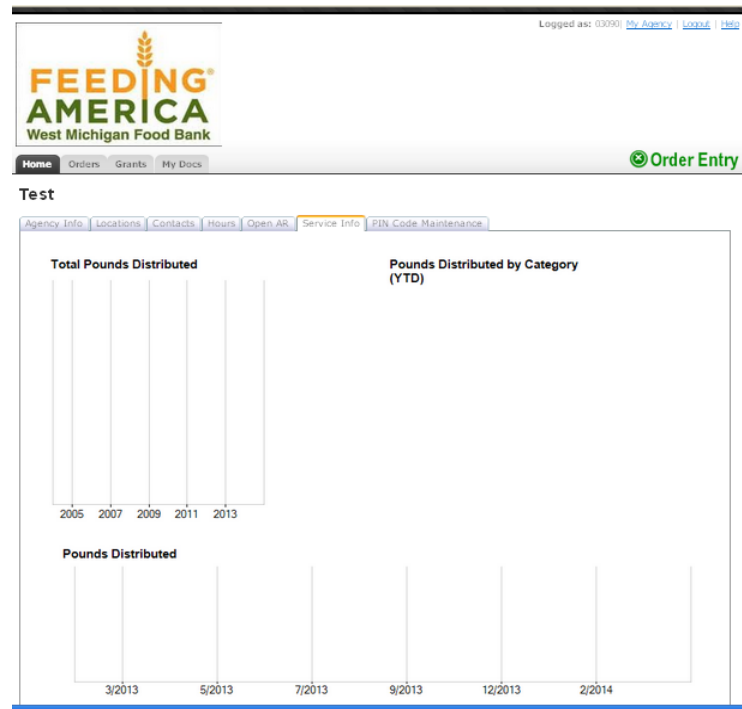
Open Account Receivables

OrderRef	Status ▲	Entered	Delivered/Pickedup	Reviewed?	Picked?	Balance
----------	----------	---------	--------------------	-----------	---------	---------

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Service Info Tab

Displays to **Administrators** different graphs and charts based on the Agency's Statistics.



PLACING AN ORDER

The Home page:

Administrator View

The screenshot shows the 'Home' page in the Feeding America West Michigan Food Bank system. The page is titled 'Home' and includes a navigation bar with links: Home, Orders, Grants, My Docs, and Order Entry. Below the navigation bar, there are two tabs: Home (selected) and Your Cart. The main content area displays a message about ordering for a depot and a section for notable links.

When ordering for a depot, you will find they are now listed as pick up locations. You should no longer have to leave a note about which depot you are ordering for. We have officially adopted a 30 day billing cycle. You no longer have to cover your handling fees within 14 days of each invoice. Instead, you may wait until you receive your monthly statement to send an agency check for the total amount due.


Notable Links

- [Think we might be closed for weather?](#)
- [Check WZZM 13 \(listed as Feeding America West Michigan\)](#)

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Order Entry View

Logged as: 03090 | [My Agency](#) | [Logout](#) | [Help](#)



Home Orders Grants **+ Order Entry**

Home

Home Your Cart

When ordering for a depot, you will find they are now listed as pick up locations. You should no longer have to leave a note about which depot you are ordering for.

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Select the **+ Order Entry** on the right side of the screen to start your order

PLEASE NOTE: We are using a feature called “LIVE SCHEDULING” – this means that in addition to choosing your product, pick up date, and time, **you will choose your location**, too. If you are not doing so already, you will need to **treat your scheduled order time as an appointment** to keep. By selecting a door and a time, you are reserving it for your use – if you miss your slot you may need to wait until another one opens up. **(Depots are an exception – still arrive at 11 am.)**

Logged as: 03090 | [My Agency](#) | [Logout](#) | [Help](#)



Home **Orders** Grants My Docs **+ Order Entry**

Warehouse: FA West Michigan Food Bank

Print Shopping List

Shipping Option

Method: Pickup

Location: FAWM DOOR 4

Date: 3/13/2014

Time: 10:00 AM - 10:30 AM


NOTE: You cannot change shipping options once you click Continue. You must Cancel Order if you need to select different shipping options.


Continue

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Once you've selected your location and pick up date and time, click continue.

Logged as: 03090 | [My Agency](#) | [Logout](#) | [Help](#)



 **Order Entry**

[Home](#) [Orders](#) [Grants](#) [My Docs](#)

Order Ref #
[Cancel Order](#) [Print Shopping List](#) [Print Cart](#) [View Cart](#)

Item Count: Total Weight: Purchase Cost: Service Fees: Total Cost:

Search: ☐ Free Food Only [Search](#)
Column Sorting: [Multi](#) Page size: [All](#) ▼

Ref	Product	★ Storage	Packing	★ Type	★ Category	Price	Unit	Weight	Available	Qty	Del
1030100767	V-8 BERRY BLAST ENERGY DRINK SMALL PLASTIC BOTTLE	Dry	6/2 CT/2.5 OZ BOTTLE	03-BEVERAGES	SEC/HRVT REG	\$0.18	CASE	3	204	<input type="text"/>	✖
1030100817	MIO GREEN THUNDER WATER ENHANCER - GREEN BOX	Dry	12/1.62 OZ SQUEEZE BOTTLE	03-BEVERAGES	SEC/HRVT REG	\$0.12	CASE	2	1095	<input type="text"/>	✖
1030500707	O.N.E. COCONUT WATER W/ REAL MANGO JUICE (6 CENTS)	Dry	12/16.9 OZ	03-BEVERAGES	SEC/HRVT REG	\$0.96	CASE	16	193	<input type="text"/>	✖

Note the four buttons:

- **Cancel Order:** Select to delete the entire order and start over with a new location/date/time.
- **Print Shopping List:** Select to print a shopping list.
- **Print Cart:** Select to print the items in the cart.
- **View Cart:** Select to view the items within the cart.


If you want to see all the products on a single web page, use the Page Size dropdown on the righthand side of the screen to select "all".

The **Search textbox** allows you to type in the product name or the product reference number to search the shopping list for that particular item.


The **Ref (reference)** column contains the item number. Clicking on the product reference number



will bring up a new window containing the product details and the product photo (if available).

Place quantity of item in the **Qty Textbox** and either tab or select another **Qty** box by moving the mouse cursor. While the system is placing the item in your cart you will see  **Wait...** above the available column.

The **Red X**  selection will delete the item quantity from the cart.

The **starred columns (★)** indicate columns that the Shopping List can be sorted on. Clicking on the **underlined word** will sort the column in ascending or descending order. Keep clicking the word until you get the view you want. Note the small arrow pointing downward  indicating an ascending selection (smallest number to largest number or alphabetical).

Item Count: 0 Total Weight: 0 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00
 Grants Applied: \$0.00 Payments: \$0.00 Balance: \$0.00

Search: ☐ Free Food Only Page size: 20 ▾

Ref	Product	★ Storage	★ Type ▾	★ Category	Price	VAP	Unit	Weight	Available	Grant	Qty	
71005	NFI BABY WIPES (3 CS LIMIT)	Dry	01-ASSORTED NON-FOOD ITEMS* (NOT COVERED BY GRANT)	Local	\$1.26	\$0.00	Case	7	15	No	<input type="text"/>	✖
12123	BAB BABY FOOD	Dry	02-BABY	S/H National	\$1.08	\$0.00	Case	6	374	Yes	<input type="text"/>	✖

Clicking on the **Star (☆)** in the Type Column creates a drop down list so you can select the category you want.

Search: ☐ Free Food Only Page size: 20 ▾

Ref	Product	★ Storage	★ Type ▾	★ Category	Price	VAP	Unit	Weight	Available	Grant	Qty	
71005	NFI BABY WIPES (3 CS LIMIT)	Dry	<input type="checkbox"/> 01-ASSORTED NON-FOOD ITEMS* (NOT COVERED BY GRANT) <input type="checkbox"/> 02-BABY FOOD/FORMULA <input type="checkbox"/> 03-BEVERAGES (NOT COVERED BY GRANT) <input type="checkbox"/> 04-BREAD PRODUCTS <input type="checkbox"/> 05-CEREAL <input type="checkbox"/> 06-COMPLETED	<input type="checkbox"/> 23-PROTEIN (NON-MEAT) <input type="checkbox"/> 24-RICE <input type="checkbox"/> 25-SNACKS (NOT COVERED BY GRANT) <input type="checkbox"/> 26-SPICES/CONDIMENTS (NOT COVERED BY GRANT) <input type="checkbox"/> 27-VEGETABLES (CANNED/FROZEN) <input type="checkbox"/> 28-CANDY (NOT COVERED)				7	15	No	<input type="text"/>	✖
12123	BAB BABY FOOD APPLES	Dry						6	374	Yes	<input type="text"/>	✖
12504	BAB OATMEAL BABY FOOD	Dry						4	77	Yes	<input type="text"/>	✖
10525	BEV COFFEE DECAF (5 CASE LIMIT)	Dry						10	55	Yes	<input type="text"/>	✖
12235	BEV WATER SPRING LEMON	Dry						28	18	No	<input type="text"/>	✖

At the bottom of the list you will see **Apply** so that the column will only show those items or **Reset** to erase previous selections.

Dry	<input type="checkbox"/> 18-NUTRITIONAL AIDS <input type="checkbox"/> 21-PASTA	<input type="checkbox"/> USDA - DAUPHIN COUNTY ONLY		
Dry	03-BEVERAGES (NOT COVERED BY GRANT)	Local	\$1.02	\$0.00
		Case	34	322

[Apply](#) | [Reset](#)

Then you will only see what is filtered and the **Star (☆)** turns **yellow** indicating a filter is on:

Search: ☐ Free Food Only Page size: 20 ▾

Ref	Product	★ Storage	★ Type ▾	★ Category	Price	VAP	Unit	Weight	Available	Grant	Qty	
71005	NFI BABY WIPES (3 CS LIMIT)	Dry	01-ASSORTED NON-FOOD ITEMS* (NOT COVERED BY GRANT)	Local	\$1.26	\$0.00	Case	7	15	No	<input type="text"/>	✖

< Prev 1 Next > | Page 1 of 1

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Clicking on the **Yellow Star (☆)** and selecting **Reset** at the bottom of the column will remove the filter.

On the shopping list, more product information can be found by clicking on the reference number

or the camera icon (when available)

Item Count: 0	Total Weight: 0	Purchase Cost: \$0.00	Service Fees: \$0.00	Total Cost: \$0.00
		Grants Applied: \$0.00	Payments: \$0.00	Balance: \$0.00

Search: ☐ Free Food Only Page size: 20

Ref	Product	★ Storage	★ Type	★ Category	Price	VAP	Unit	Weight	Available	Grant	Qty	
12123	BAB BABY FOOD APPLES	Dry	02-BABY FOOD/FORMULA	S/H National	\$1.08	\$0.00	Case	6	300	Yes	<input type="text"/>	✖
12504	BAB OATMEAL BABY FOOD	Dry	02-BABY FOOD/FORMULA	Local	\$0.72	\$0.00	Case	4	1	Yes	<input type="text"/>	✖
71005	NFI BABY WIPES (3 CS LIMIT)	Dry	01-ASSORTED NON-FOOD ITEMS* (NOT COVERED BY GRANT)	Local	\$1.26	\$0.00	Case	7	17	No	<input type="text"/>	✖

< Prev 1 Next > | Page 1 of 1

A product detail page will show with the product image when available.

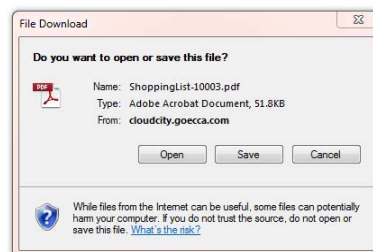
Product Details	
12123 - BAB BABY FOOD APPLES	
Category:	S/H National
Storage:	Dry
Second Harvest Type:	f Manufacturers-Processors
Packaging:	(4)6 count
On Hand:	300
Unit Weight:	6
Unit Measure:	Case
Price Per:	\$1.08
Description:	

Print Shopping List Button

To print a shopping list, select the **Print Shopping List** button.

A new Web window will appear with the following message

Select **Open** button



A printable shopping list will appear:

Shopping List

ANTIOCH TABERNACLE

Date Printed: 1/9/2012 At 2:41 PM

*Item availability may change prior to ordering.

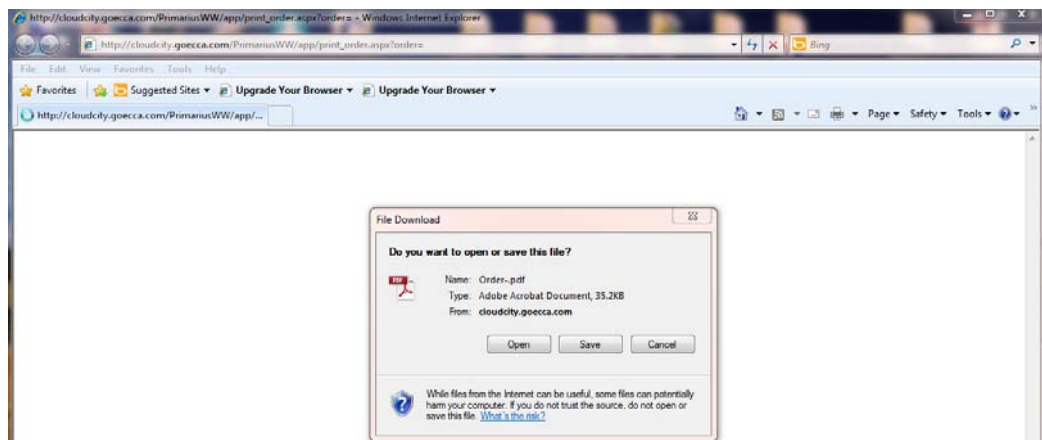
Ref	Product	Category	Storage	Type	Weight	Available
10010	CME PIZZA ASSORTED	Local	Frozen	06-COMPLETED MEALS/ENTREES	30	12760
10525	BEV COFFEE DECAF (5 CASE LIMIT)	Local	Dry	03-BEVERAGES (NOT COVERED BY GRANT)	10	55
10806	RIC RICE	Local	Dry	24-RICE	22	43
11069	DAI YOGURT GREEK	Local	Refrigerated	07-DAIRY PRODUCTS	13	57
11282	CER HONEY & OAT BLENDERS (6 CS LIMIT)	S/H Local	Dry	05-CEREAL	17	11
11387	CER CINNAMON TOASTERS CEREAL (6 CS LIMIT)	S/H Local	Dry	05-CEREAL	16	59
11823	CER OATMEAL INSTANT	Local	Dry	05-CEREAL	3	1060
11953	SNA ANIMAL COOKIES	Local	Dry	COOKIES (NOT COVERED BY GRANT)	13	22

Print Cart Button

To print a shopping cart, select the **Print Cart** button.

A new Web window will appear with the following message

Select **Open** button



A printable cart list will appear:

Order#

Order Placed: 11/10/2006

Warehouse: ECCA-PUG2011

Delivered/Picked Up: 11/10/2006 At 12:00 AM

Deliver/Pick Up Location: No Del/PU Location

Product Ref	Product	Category	Quantity	Weight	Total Cost
No product found.					
			Totals: 0	0	\$0.00
			Grants Applied: \$0.00	Payments: \$0.00	Balance: \$0.00

View Cart Button

[Home](#)
[Allocations](#)
[Orders](#)
[Grants](#)
[Statistics](#)
[My Docs](#)
[Order Entry](#)

Order Ref #124694

Contact Information
Name:
Phone Number:
E-mail Address:
Comment:

Shipping/Delivery
Method: Agency Vehicle
Date:
Time:

Item Count: 1 Total Weight: 41 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00
Grants Applied: \$0.00 Payments: \$0.00 Balance: \$0.00

Ref	Product	Type	Weight	Category	Price	Available	Qty	
90815	USDA ROLLED OATS (B445)	USDA - DAUPHIN COUNTY ONLY	41	USDA Commodities	\$0.00	38	<input type="text" value="1"/>	<input type="button" value="X"/>

[Shopping List](#)
[Checkout](#)

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If your order has specific instructions please add this to the Comments Field

Choose pick up method and date and time you will arrive to get your order

(The Contact Information will be removed from the live version)

Order Ref #124694

Contact Information
Name:
Phone Number:
E-mail Address:
Comment:

Shipping/Delivery
Method: Agency Vehicle
Date:
Time:

Item Count: 1 Total Weight: 41 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00
Grants Applied: \$0.00 Payments: \$0.00 Balance: \$0.00

Ref	Product	Type	Weight	Category	Price	Available	Qty	
90815	USDA ROLLED OATS (B445)	USDA - DAUPHIN COUNTY ONLY	41	USDA Commodities	\$0.00	38	<input type="text" value="1"/>	<input type="button" value="X"/>

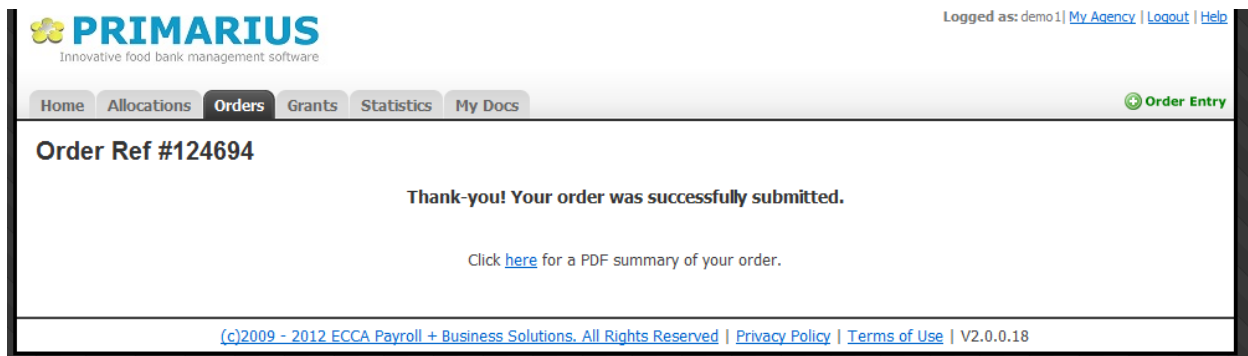
[Shopping List](#)
[Checkout](#)

Select the **Shopping List** button to return to the shopping list.

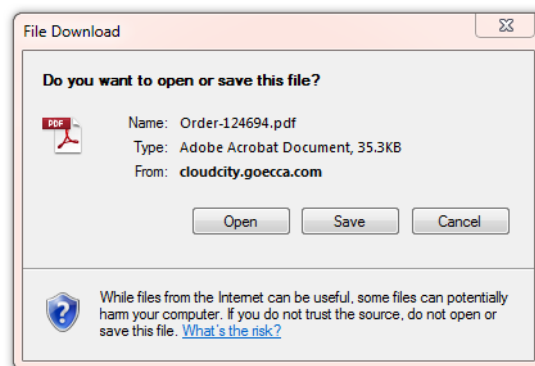
Select the **Checkout** button to submit your order to FAWM. (Contact Information must be entered for your order to submit successfully. If you leave any of the Name/Phone/Email spaces blank, you will be prompted to add content before clicking Checkout again.)

The Checkout Button


After selecting the **Checkout** button, a successful submission will show the following message:



Clicking on the 'Click [here](#) for a PDF summary of your order' will show the following message:



Selecting the **Open** button will show the order summary:



Order# 124694

Order Placed: 1/9/2012
 Warehouse: ECCA-PUG2011
 Delivered/Picked Up: 1/13/2012 At 9:45 AM
 Deliver/Pick Up Location: No Del/PU Location

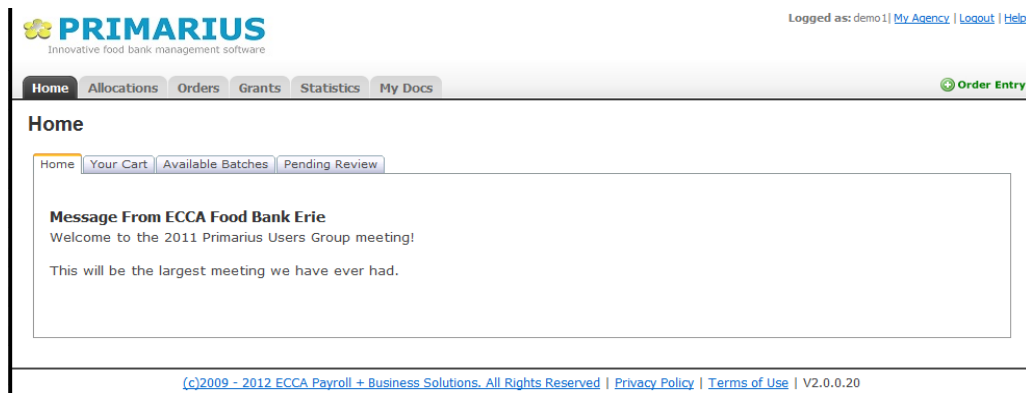
Product Ref	Product	Category	Quantity	Weight	Total Cost
90815	USDA ROLLED OATS (B445)	USDA	1	41	\$0.00
Totals:			1	41	\$0.00
Grants Applied:			\$0.00	Payments:	\$0.00 Balance: \$0.00

HOME SCREEN WINDOW

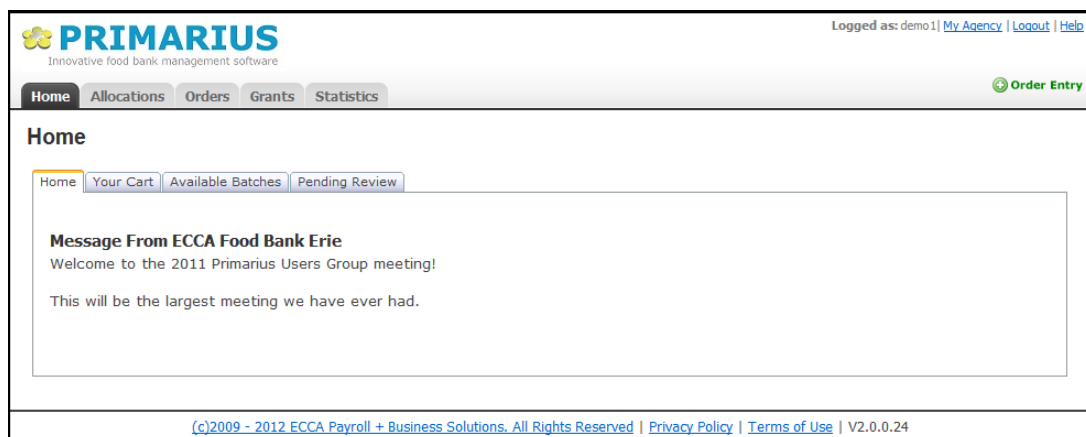
HOME - Home Tab

Displays messages from the food bank such as closed dates, recalls, etc. In addition, any relevant links to other Web pages are displayed under the **Notable Links** heading.

Administrator View



Order Entry View



Note that only the Administrators can view the My Docs Tab

HOME -Your Cart Tab

Short cut to what is currently in your shopping cart. This tab window displays the current items in your cart along with basic summary detail. Click the **View Cart** button to go to the view cart window and either select the **Shopping List** button to continue the order or the **Checkout** button to begin submitting the order to TNWOFB. If you do not have an order in process, click **Order Entry** to start a new order.

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Home Allocations Orders Grants Statistics My Docs [Order Entry](#)

Home

Home Your Cart Available Batches Pending Review

Item Count: 4 Total Weight: 190 Purchase Cost: \$0.00 Service Fees: \$34.20 Total Cost: \$34.20
Grants Applied: \$34.20 Payments: \$0.00 Balance: \$0.00

Ref	Product	Type	Quantity	Total Cost
10525	BEV COFFEE DECAF (5 CASE LIMIT)	03-BEVERAGES (NOT COVERED BY GRANT)	1	\$1.80
11282	CER HONEY & OAT BLENDERS (6 CS LIMIT)	05-CEREAL	5	\$15.30
10010	CME PIZZA ASSORTED	06-COMPLETED MEALS/ENTREES	1	\$5.40
11069	DAI YOGURT GREEK	07-DAIRY PRODUCTS	5	\$11.70

[View Cart](#)

Orders Tab

This lists all of the orders for your Agency and their current status.

Left clicking on a table row (*line*) will bring up the order details.

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Home Allocations **Orders** Grants Statistics My Docs [Order Entry](#)

Orders

Search: [Search](#) Page size: 20

Order	Status	Entered	Del/Pickup	Shipped Via	Reviewed?	Picked?	Picked	Released	Location	AR?
124695	Open	01/10/2012	01/11/2012	Agency Vehicle	No	No			No Del/PU Location	Y
124694	Open	01/09/2012	01/13/2012	Agency Vehicle	No	No			No Del/PU Location	N
124692	Open	01/06/2012	01/06/2012		No	No			No Del/PU Location	N
124690	Open	01/06/2012	01/27/2012	Agency Vehicle	No	No			No Del/PU Location	N
124682	Open	01/05/2012	01/26/2012	Agency Vehicle	No	No			No Del/PU Location	N
124681	Open	01/05/2012	01/27/2012	Agency Vehicle	No	No			No Del/PU Location	N
124680	Open	01/05/2012	01/05/2012		No	No			No Del/PU Location	N
124679	Open	01/04/2012	01/04/2012		No	No			No Del/PU Location	N
124677	Open	01/04/2012	01/27/2012	Agency Vehicle	No	No			No Del/PU Location	N
124676	Open	01/04/2012	01/04/2012		No	No			No Del/PU Location	N
138466	Open	10/17/2011	10/11/2011		Yes	No			No Del/PU Location	Y
138443	Open	08/01/2011	08/03/2011	Agency Vehicle	Yes	No	08/01/2011	08/01/2011	No Del/PU Location	Y
138299	Closed	07/27/2011	07/29/2011	Delivery	Yes	Yes	07/27/2011	07/27/2011	No Del/PU Location	N
138221	Closed	07/25/2011	07/27/2011	Agency Vehicle	Yes	Yes	07/25/2011	07/25/2011	No Del/PU Location	N
138154	Open	07/22/2011	08/24/2011	Agency Vehicle	Yes	No	07/22/2011	07/22/2011	No Del/PU Location	N
138136	Closed	07/22/2011	07/22/2011	Agency Vehicle	Yes	Yes	07/22/2011	07/22/2011	No Del/PU Location	N

Grants Tab

This lists the grants that have been applied to an Agency with amounts used, initial balances, and remaining balances.

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Home Allocations Orders **Grants** Statistics My Docs [Order Entry](#)

Available Grants

Page size: 20

Name	Effective	Expiration	Active?	Initial Balance	Amount Used	Remaining Balance
DAUPHIN CO SFPP - PURCHASED	07/01/2011	06/30/2012	Yes	\$0.00	\$0.00	\$0.00
SFPP Dauphin County - Shared Maint.	07/01/2011	06/30/2012	Yes	\$23,000.00	\$1,967.76	\$21,032.24
TOTALS:				\$23,000.00	\$1,967.76	\$21,032.24

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My Docs Tab

MY DOCS – Statements Tab

This window lists your Agency's statements that have been published to view online – for **administrators** only.

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Home Allocations Orders Grants Statistics **My Docs** [Order Entry](#)

ANTIOCH TABERNACLE 's Documents

Statements Invoices

Statements

Page size: 20

File	Date Added
Statement for 8-31-2011.PDF	09/15/2011

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If you click on a file name (for example: [Statement for 8-31-2011.PDF](#)), you would see:

STATEMENT

Page 1 of 1

ECCA-PUG2011

PERIOD ENDING
08/31/2011

Thursday, September 15, 2011

10003 ANTIOCH TABERNACLE
Brian Drumm
P O BOX 5780
Erie PA 16594-7435

REMIT TO:
ECCA Food Bank
() -

ORDERS			PAYMENTS AND CREDITS			GRANTS	INVOICE
Date	Reference	Amount	Date	Check #	Discount	Applied	BALANCE
07/01/2011	136908	\$594.00					\$594.00
07/07/2011	137065	\$50.00					\$50.00
Total Balance:							\$644.00

CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL DUE
\$0.00	\$644.00	\$0.00	\$0.00	\$0.00	\$644.00

testing

AVAILABLE GRANTS AS OF 09/15/2011

DAU12	SFPP Dauphin County - Shared Maint.	Expires: 06/30/2012	\$21,261.20

MY DOCS – Invoices Tab

This window lists the invoices for your Agency.

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Logged as: demo1 | [My Agency](#) | [Logout](#) | [Help](#)

Home Allocations Orders Grants Statistics **My Docs** [Order Entry](#)

ANTIOCH TABERNACLE 's Documents

Statements **Invoices**

Invoices

Search: Page size: 20 ▾

File	Order Ref	Date Added
No invoices found for this agency.		

< Prev Next > | Page 1 of 0

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Digital Signature Capability

Another feature we'll be rolling out this summer is switching from handwritten signatures to digital signatures. Each username and password set up in PWW can create a PIN code to digitally sign for orders at the warehouse. Here's how you create your PIN:

Click on the [My Agency](#) link in the upper right-hand corner. You will see:

Logged as: 03090 | [My Agency](#) | [Logout](#) | [Help](#)

FEEDING AMERICA
West Michigan Food Bank

Home Orders Grants My Docs [Order Entry](#)

Test

Agency Info **Locations** Contacts Hours Open AR Service Info PIN Code Maintenance

Contact:	TEST-SEE BRENDA	Agency Size:	LG
Address:	1111	PantrySize:	LG
	,	OnSite Size:	Extra Large
Phone:	() -	Inactive?	No
Email:		Suspended?	No
Last Monitored:	1/1/0001	Serve Onsite?	Yes
		Serve Offsite?	No
		Balance:	\$0.00
		Last Paid:	2/27/2014

In the second layer of tabs, choose PIN Code Maintenance (on the far right)

And then you can set up your PIN according to the directions provided:

FEEDING
AMERICA
West Michigan Food Bank

Logged as: 03090 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders Grants My Docs

⊗ Order Entry

Test

Agency Info Locations Contacts Hours Open AR Service Info PIN Code Maintenance

After changing your PIN Code you will be sent an email confirmation.
PIN length must be from 4 to 8 alpha numeric charaters in length.

Enter your Old PIN Code:

Enter your New PIN Code:

Re-Enter your New PIN Code:

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